

— 2012-2013 South Carolina —
ORAL HEALTH
STATEWIDE SCREENING
— *Every Smile Counts* —



Step by Step Procedures for Screeners

Before you can participate as a screener...

Complete the BSS online training for screeners. It can be found at www.scdhec.gov/oralhealth. Screeners must score an 80% to be certified as a screener for the **2012 South Carolina Oral Health Statewide Screening: Every Smile Counts** screening survey.

You will receive verification from DHEC that you have passed and are approved to conduct screenings. It is important that you do not contact the school until you have received confirmation from DHEC's Oral Health Division.

Screenings **may not** take place prior to October 1, 2012.

Before the Screening:

1. Contact the school principal and schedule a mutually convenient time to conduct the screening for the kindergarten and third grade classrooms. **Every** kindergarten and third grade class should be included in the sample.
2. Please notify the Division of Oral Health at (803) 898-0194 or oralhealth@dhec.sc.gov and provide the scheduled screening date(s). Please provide 2-3 weeks notice.
3. Once DHEC has received your screening date, they will mail you a screening packet that will include **contact information for school personnel, a Screening Checklist, and Result Forms** to complete for each child, whether they are screened or not.
4. The actual **Screening Forms** will be mailed to the school. The teacher will complete the needed identification information on the **Screening Form** for each child that returns a signed **Consent Form**. The teacher will be instructed to staple the signed **Consent Form** to the **Screening Form**.
5. Complete the school information and screening date on the Result Forms to save time during the screening.

6. As mentioned in the training, gather your needed screening supplies: gloves if you have to touch a child, small flashlight and batteries, hand sanitizer, cotton tip applicators, pen, and **Results Forms**.
7. When you arrive, check in with the designated school contact office and ask them where to go. Some schools may use one central location or some use each of the K5 and 3rd grade classrooms. If an option is given, going to the classrooms can be faster and more efficient.
8. Check in with school nurse if he/she is present and answer any questions.
9. Set up your area and request the **Screening Forms**. Check that the identification information has been completed and that the appropriate signed **Consent Form** has been stapled to the **Screening Form**.
10. Make sure that the teacher understands what will take place during the screening and ask if he/she has any questions. If the screening will be done in the classroom, consult with the teacher to minimize interruption.
11. Do screenings as instructed in the BSS training. Don't forget to check for **positive** consent on each child! Make sure every **Screening Form** for each child is completed in full.
12. At the end of each classroom screening, give the stack of **Results Forms** to the teacher.
13. Clean up your workspace, thank the teacher and return to the office to sign out. Thank the office staff and nurse for their time and participation.
14. At the end of the day (not after each teacher), place **Screening Forms** with attached **Consent Forms** in the sealed and enclosed addressed envelope for shipping to the **Division of Oral Health at DHEC**.

Thank you for your help! If you have any questions, contact the Division of Oral Health at (803) 898-0194 or via email at oralhealth@dhec.sc.gov